

## Who we are and what we do:

The mission of the Tennessee Department of Health is to protect, promote and improve the health and prosperity of people in Tennessee.

Our vision is to be a recognized and trusted leader, partnering and engaging to accelerate Tennessee to one of the nation's ten healthiest states.

The Division of Laboratory Services' mission is to provide quality testing services through innovation, collaboration, and education that protects and improves the health of all.

*Pursuant to the State of TN's policy of non-discrimination, the State of Tennessee does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*

### TDH Laboratory Services



## **Administrative Secretary** Department of Health, Division of Laboratory Services (DLS) Nashville, TN \$26,016-\$41,664

### **Overview:**

- Responsible for secretarial work of average difficulty; and performs related work as required.
- To assist an executive in the management of time and in the handling of administrative detail so the executive may be more effective and efficient in action.
- Creates and maintains documents, presentations, and spreadsheets using current software
- Answers questions to provide assistance and direction regarding policies, procedures, and agency information.
- Provides polite and effective customer service for all individual contacts.
- Documenting and recording information.
- Organizes and coordinates meetings for outside vendors and division staff.
- Performs a variety of routine clerical functions such as compiling/assembling information for dissemination.
- Performs a variety of clerical functions.

### **Minimum Qualifications:**

- Education equivalent to graduation from a standard high school

### **Required Experience:**

- Experience equivalent to **two years** of increasingly responsible full-time secretarial or office clerical work.
- Qualifying full-time secretarial or office clerical experience may be substituted for the required education on a year-for-year basis.
- Additional qualifying education at an accredited college, business school or technical institute in secretarial science may be substituted for the required experience on a year-for-year basis to a maximum of two years.

**To apply, please visit: <https://www.tn.gov/careers.html>**